



MISSOURI DEPARTMENT OF MENTAL HEALTH

KEITH SCHAFER, DEPARTMENT DIRECTOR



DEPARTMENT
OPERATING
REGULATION
NUMBER



DOR
1.530

CHAPTER General Department	SUBCHAPTER Travel and Expenses	EFFECTIVE DATE July 1, 2009	NUMBER OF PAGES 2	PAGE NUMBER 1 of 2
SUBJECT Reimbursement for Recruitment/Relocation Expenses		AUTHORITY 630.050 RSMo	HISTORY See Below	
PERSON RESPONSIBLE Deputy Director, Administration			SUNSET DATE July 1, 2012	

PURPOSE: Prescribes procedures to reimburse applicants for interview travel expenses and to pay or reimburse newly hired, promoted or transferred employees for relocation expenses.

APPLICATION: Applies to all department facilities.

- (1) A department facility and Central Office may pay interviewee travel expenses and relocation expenses if funds are available. The office or facility recruiting shall pay interview travel expenses or relocation expenses out of its budget unless prior arrangements are made with the department or division director.
- (2) The travel expenses of professional or management applicants for employment to report for interviewing shall be subject to Missouri State Travel Regulations.
 - (A) Facility staff shall instruct applicants to follow DOR 1.510 on travel authorization and expenses including using a monthly expense account form (Mo 300-0966N) and attaching necessary receipts.
 - (B) The appointing authority or their designee shall authorize reimbursement before any trip is taken.
 - (C) An applicant may receive reimbursement for no more than two (2) trips unless a facility head or division/deputy director requests and the department director approves any additional trips before taken.
- (3) The reimbursement of moving expenses for a new employee and his/her family is limited to an amount not to exceed ten percent (10%) of the initial annual salary, plus temporary lodging for up to thirty (30) calendar days. For the purposes of this DOR, temporary lodging is defined as hotel expenses or temporary apartment rental with utilities. No meals or other expenses are allowable.
 - (A) As a portion of the moving expense reimbursement, the new employee may also be reimbursed for one (1) round-trip by the employee and his/her family to locate a new residence and one (1) one-way trip by the employee and his/her family to make the actual move.
 - (B) Newly hired department employees shall submit their moving expenses on a monthly expense account form (MO 300-0966N), with actual receipts attached per Missouri State Travel Regulations and Department travel regulations (DOR 1.510).
 - (C) Upon request by the facility head or division/deputy director, the department director may request approval from the Commissioner of Administration to exceed the ten percent (10%) reimbursement limit before the expenses are incurred.

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(4) When an existing employee is required to relocate (i.e., permanent transfer to another facility or Central Office, change of assigned work location, promotion, demotion), the facility may pay the actual cost of moving his/her household effects and family.

(A) Existing employees may be reimbursed on a monthly expense account form (MO 300-0966N), with actual receipts attached and in accordance with Missouri State Travel Regulations and Department travel regulations (DOR 1.510), or

(B) Existing employees may request that the expense be direct-billed to the facility. Facilities shall follow state and department contract regulations (i.e., three bids using the local purchase order bid record [MO 300-0389] if more than \$3,000 but less than \$25, 000. Payment shall be made direct to the vendor by the facility through the Statewide Accounting System (SAMII).

(C) Temporary lodging for the existing employee and his/her family is allowable for up to thirty (30) calendar days. Again, temporary lodging is limited to hotel expenses or temporary apartment rental with utilities. No meals or other expenses are allowable.

(D) The existing employee may be reimbursed for one (1) round trip by the employee and his/her family to locate a new residence and one (1) one-way trip by the employee and his/her family to make the actual move.

(5) Quality Assurance. The primary responsibility of authorizing and approving recruitment and relocation expenses rests with the division and facility staff. Each payment for recruiting and relocation expenses shall also be reviewed by accounting in the controller's office to verify that department policy and State of Missouri Travel Regulations are being followed.

History: Original DOR effective April 1, 1986, Amendment effective May 15, 1991, Amendment effective July 1, 1994. Amendment effective July 1, 1996. Amendment effective July 1, 1997. Amendment effective July 1, 2002. On July 1, 2003 the sunset date was extended to July 1, 2004. On July 1, 2004 the sunset date was extended to July 1, 2008. Amendment effective September 1, 2004. On July 1, 2008 the sunset date was extended to July 1, 2011. On July 1, 2009, the sunset date was extended to July 1, 2012.